

CHAPTER 87. INSPECT A REPAIR STATION'S TECHNICAL DATA

SECTION 1. BACKGROUND

1. PROGRAM TRACKING AND REPORTING SUBSYSTEM (PTRS) ACTIVITY CODES.

A. Maintenance: 3656 (Revised)

B. Avionics: 5656 (Revised)

3. OBJECTIVE. This chapter provides guidance for inspecting the technical data used by the repair station. The

review shall confirm its availability, currency and the appropriateness for the work performed.

5. GENERAL. The Repair Station Manual/Quality Control Manual (RSM/QCM) must contain the procedures for ensuring that current technical data is available for the scope of maintenance the repair station is performing.

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SECTION 2. PROCEDURES

1. PREREQUISITES AND COORDINATION REQUIREMENTS.

A. Prerequisites:

- Knowledge of the regulatory requirements of 14 CFR parts 43 and 145
- Successful completion of the Airworthiness Inspector Indoctrination course(s) or equivalent
- Previous experience with certification or surveillance of part 145 repair stations

B. Coordination.

3. REFERENCES, FORMS, AND JOB AIDS.

A. References:

- 14 CFR parts 43 and 145
- Order 8300.10, Airworthiness Inspector's Handbook, Vol. 2, Ch. 161, Introduction to Part 145 Repair Stations
- Special Federal Aviation Regulation (SFAR) 36

B. Forms. None.

C. Job Aids. None.

5. PROCEDURES.

A. *Planning.* Prior to reviewing the tech data the principal inspector should carefully review:

(1) Repair Station Manual/Quality Control Manual.

(2) Safety Performance Analysis System (SPAS), Repair Station Analytical Model (RSAM).

(3) Certificate-holding district office (CHDO) file for approved technical data.

(4) Operations Specifications (OpSpecs) Process Specifications, SFAR 36 data).

B. *Technical Data.* The Principal Inspector should review a representative sample of maintenance records or work orders by the repair station to verify that:

(1) The technical data is appropriate for the maintenance or alterations to be performed.

(2) The technical data used by repair stations could include any of the following:

(a) When discussing FAA technical data, it means; however, not limited to ADs, Type Certificate Data Sheets, and Instructions for Continued Airworthiness.

(b) Manufacturer's technical data, maintenance manuals and Service Bulletins.

(c) Engineering data (such as Designated Engineering Representative-approved data or data developed by the repair station and approved by the FAA, Process Specifications, SFAR 36 data).

(3) The data is current, accurate and complete.

(a) The RSM procedure should describe how the revised technical data will be inserted into existing documents and how the appropriate individuals in the repair station will be notified about revisions.

(b) If the repairs station uses computer software for component testing, verify the revisions/updates are made and the current software is distributed.

(4) The data is in the certificate holders possession and easily accessible to all personnel. Verify that the technical data is distributed throughout the company in accordance with the RSM.

NOTE: In the case of electronic tech data/manual(s), the following concerns should be reviewed during the inspection:

(a) Security and Access - Can only authorized personnel make any changes to the manual? Is access protected by passwords? Have the employees been trained to access the manual on the network? Do all of the supervisors and inspectors have access to the manual?

(b) Revisions – Does the user know that the manual has been revised and what content was changed? Do personnel verify the currency of individual disks before use?

(c) For additional guidance reference Volume 3, Chapter 83, Inspect Repair Station's Records System.

(5) The controlled documents are distributed in accordance with the RSM/QCM, to include distribution, accountability and availability.

(6) All technical data: (e.g., operator's ICA, manufacturer's maintenance manuals or type certificate holder's continuous airworthiness data), used by the repair station is retained in English. This is to include all alteration records, log book entries, return to service records, or any other maintenance or inspection record entries that demonstrate compliance with the requirements of 14 CFR §§ 43.9 or 43.11.

(a) The FAA recognizes the national language of the country where the repair station is located. The repair station may convert technical data (e.g., operator's ICA, manufacturer's maintenance manuals, or type certificate holder's continuous airworthiness data) into the national language. Internal documents, such as work cards, work sheets and shop travelers, may be produced and maintained in the national language. Dual language (English / national language) internal documents are acceptable.

(b) All technical data translated into the national language and used to meet the requirements of part 43 is current and accurate in translation.

NOTE: Customers who wish to receive English language copies of any internal documents such as those listed above, should address that requirement in their contractual agreement.

NOTE: The repair station must establish procedures in its RSM/QCM that ensure that its English-language copy of technical data and any internal documents developed from this technical data are current and complete. The English-language copy of the technical data should be retained at the main

base of the repair station and must be made available to the FAA upon request.

NOTE: Repair stations that are associated with or part of a production approval holder facility often use the manufacturer's drawings and data to perform maintenance. This data may not meet the requirements of § 43.13(a). These facilities should also be cautioned that the parts manufactured by the production side of the facility cannot be used by the repair station unless the parts are FAA-approved through a Parts Manufacturer Authorization (PMA), Technical Standard Order (TSO), Type Certification (TC), or other means.

(c) Repair stations that are associated with or part of a production approval holder facility often use the manufacturer's drawings and data to perform maintenance. This data may not meet the requirements of § 43.13(a). It is as advisable to caution these repair stations that parts manufactured by the production side of the facility must be FAA-approved through a Parts Manufacturer Authorization (PMA), Technical Standard Order (TSO), Type Certification (TC), or other means.

C. Analyze Findings. Upon completion of the inspection, record all deficiencies; determine the appropriate corrective action(s).

D. Conduct Debriefing. Brief the certificate holder on the inspection results. Discuss any deficiencies and possible corrective actions.

7. TASK OUTCOMES.

A. Complete PTRS.

B. Complete the Task. Completion of this task will result in the following:

- Send letter to the operator confirming result of the inspection
- Build an Enforcement Investigation Report (EIR) as necessary

C. Document Task. File all supporting paperwork in the certificate holder's office file. Update the Vital Information Sub system as required.

9. FUTURE ACTIVITIES. Schedule and conduct followup inspections as applicable.